



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Accountant Associate
Posting Number	PN# 107045
Department	Houston Airport System
Division	Finance
Section	Various *
Reporting Location	16930 John F. Kennedy Blvd. *
Workdays & Hours	Varied, normally M – F *
*Subject to change	

### DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Performs a variety of professional accounting activities to ensure that construction transactions are properly recorded by project and fund and that contractors' payments are made in a timely, accurate and proper manner and from the proper funding source. Makes suggestions to improve processes and workflow. Prepares management summary reports. Keeps close attention to transaction details produced by individual projects and contracts. Detects irregularity, recognizes signs of potential fraud and alert when to expand/drop research as testing results develop. Maintains and utilizes various computerized databases and spreadsheets, including generating, updating and converting data from old to new systems. May be assigned to assist with fixed assets inventory. Performs special accounting related projects as assigned and adaptable to other future general accounting activities within the Finance Division.

### WORKING CONDITIONS

Performing these duties will involve: the ability to visually observe and differentiate details and colors; speak and write effectively; solve arithmetic and numerical problems; walk, stand and sit for extended periods; lift, pull or push physical objects up to twenty (20) pounds; operate city vehicles; attend to details amid distractions; analyze abstract information; adjust to interruptions and changes; work at a computer for extended time periods; and work as a member of the team. Must be willing and available to work all shifts including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance.

### MINIMUM EXPERIENCE REQUIREMENTS

No experience in required. Four years of pertinent professional or para-professional experience may substitute for the education requirement. An Associate's degree in Accounting, Business Administration or a closely related field and two years of pertinent professional or para-professional experience may substitute for the education requirement.

### MINIMUM LICENSE REQUIREMENTS

Valid Class C, Texas driver's license and compliance with city's policy on driving (AP 2-2).

### PREFERENCES

Twelve (12) college credit hours in Accounting. Preference will be given to applicants with experience in governmental accounting and/or SAP accounting systems. Strong personal computer skills with good working knowledge of standard office applications, including Excel and Access.

### SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

### SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 14	
\$1,159.00 - \$1,308.00 Biweekly	\$30,134.00 - \$34,008.00 Annually

### OPENING DATE

OCTOBER 12, 2005

### CLOSING DATE

OPEN UNTIL FILLED

### APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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